

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>		<b>Policy Number</b>	<b>803</b>
			<b>Original Date</b>	<b>05/16/1983</b>
	<b>Department: Maintenance</b>		<b>Revised Date</b>	<b>04/09/2015</b>
	<b>Maintenance Work Request Program</b>			

### **POLICY:**

Staff to fill out a Work Request form for repair or maintenance on machinery, equipment, fixtures, vehicles, buildings and grounds.

### **PROCEDURE:**

1. Work request forms (Attachment #1) are to be completed anytime Maintenance Department services are needed.
  - A. Resident Maintenance requests must be recorded on a Work Request Form.
  - B. All Work Request Forms are to be placed on the Maintenance bulletin board located in the Employee Dining Room next to the time clock or kitchen.
2. For emergency repair first call or page the Maintenance Department. Complete a Work Request Form after the Situation is under control.
3. Work Request Forms are available in the wooden box in the Employee Dining Room and kitchen by the Maintenance bulletin board.
4. The Maintenance Supervisor will prioritize all work requests.
5. Work requests that can not be completed will be returned to the Supervisor with appropriate explanation.